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IO Notice

SERVICES
8 July 1953

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SUBJECT: Establishment of a Records Management Program

1. In accordance with CIA Regulation [] and more recent endorsement by the Deputy Director (Administration) of an active and expanded Records Management Program, [] is designated as Records Management Officer for the Logistics Office.

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2. A Records Management Program is being established throughout the Agency in an effort to improve standards and procedures with respect to the creation of records; the organization, maintenance and use of current records; and the disposition of records no longer needed for everyday use. The overall Agency Program is under the supervision of the General Services Office, Records Services Division, and the Logistics Office Records Management Officer will act as liaison with the Records Services Division and will administer for the Logistics Office the functions as outlined in CIA Regulation []

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3. It is desired that each Division and each employee of the Logistics Office cooperate in the successful operation of this program.

[]
JAMES A. GARRISON
Chief of Logistics

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